To report an incident to the Office of Technology's Office of Information Security, all individuals must fill out the attached Office of Technology Incident Report Form. Instructions are as follows:

1. Complete as much of the form as you possibly can
2. Individual **must** provide description for what you think has happened or is happening
3. Individual must send the form to the Office of Information Security either by fax (558-1351) or mail (Office of Technology , One Davis Square, 321 Capitol Street, Charleston, WV 25301)
4. If this is an emergency, please email the Office of Information Security immediately. Send an email to Incident@wv.gov. The subject line must contain 'INCIDENT'. Example Subject: 'INCIDENT stolen laptop'

State of West Virginia
INCIDENT REPORT FORM

1. Point of Contact Information for this Incident

Name:	Agency:
Phone:	Cell/Pager:

2. Physical Location of Incident

(please include building number, room number, etc)

3. Date and Time the Incident Occurred:

(mm/dd/yy):	(hh:mm:ss am/pm):

Is the Incident still ongoing? (yes/no):

4. Enter a Brief Summary of the Reported Incident

(enter what you think has happened or is happening(e.g., computer or network outage, comprised(hacked) system, stolen equipment or data, etc)

5. Briefly describe the Impact of this Incident

(include the number of known affected critical systems, computers, networks, users and/or agencies)

This form must be forwarded to the Office of Information Security along with ALL supporting documentation. Send by Fax: (304) 558-1351 OR Mail: Office of Technology, One Davis Square, 321 Capitol Street, Charleston, WV 25301, Attn: CISO